### Attendees:
Stephen Viller, Karen Kinnear, Jay Prentice, Neil Bergmann (Acting Head of School), representatives of the student cohort.

### Apologies:
Marius Portmann, Shazia Sadiq, Scott Williams, Anne Redulla, Millie Macdonald,

### Confirmation of meeting held 11 April 2017.
Minutes of the previous meeting were agreed and passed. To be uploaded onto website.

### Feedback Box/ Facebook page:
There were no items submitted.

### Items from Representatives:

#### Mental Health
Concerns were raised about the pressure and demands on ITEE students during the semester, particularly pertaining to assessment deadlines and conflicting matters.

The School will liaise with clubs and societies about running events/ BBQ during study periods.

Increase promotion of Student Services and workshops available.

#### Unspecified assessment materials
Concerns about, “assessment in ELEC4630, where assessment seems to be based on tutor’s professional experience to determine the mark.”

Further discussion was conducted about the School and University’s position on feedback.

Specific courses were spoken about, but it was agreed that a consistent approach should be implemented. To be discussed in further meetings.

#### First aid kit in 104
Questions over the requirement of first aid kits in laboratories were raised.

#### Tutoring advertisement on campus
Flyers for external tutoring services were being displayed in classrooms and general student spaces. Committee asked if this was allowed.

#### Summer Semester
General discussion occurred on what summer semester courses could be run, or if any changes may occur to teaching semesters.